

3 October 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 20-12-8

SUBJECT : Invitee Travel for Pre-employment Processing

RESCISSIONS: OPM 22-1 dated 14 September 1961
OPM 22-7-1 dated 4 September 1963
OPM 22-7-2 dated 23 March 1967

1. It is Agency policy to bring all applicants selected for professional, communications and certain other technical positions to headquarters at government expense for pre-employment processing and to reimburse them for their expenses during the visit.


2. Normally, applicants residing in states east of the Rocky Mountains will be processed in two visits to headquarters while those from the remaining western states will be processed in one visit. Special circumstances may require that certain applicants be fully processed in one visit regardless of the location of their residence. Such arrangements must be approved in advance by the Chief, Professional Selection Branch.

3. The Staff Personnel Division will arrange invitee travel as follows:

a. Upon receipt of a Form 1152, Request for Personnel Action, authorizing the appointment and a travel order, a Professional Selection Officer will check and approve the initiation of processing.

b. The appropriate Processing Assistant will prepare and transmit the proper forms to the Office of Security and Office of Medical Services requesting approval for the invitee visit. Upon receipt of both approvals, the arrangements will be made for the visit, including getting the signed approval of an appropriate travel order. Under no circumstances will an initiation letter be sent until the Office of Medical Services approval of the invitee visit has been received.

c. The Processing Assistant will prepare a schedule of appointments which will be sent to the applicant with specific instructions, including complete reimbursement information. The polygraph interview will always be scheduled after the physical examination.


Director of Personnel

OPM 27-69

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